

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)Fourth Quarter Objective Review and Planning
Program for FY 1984**FROM:**

C/P&TS/OL

EXTENSION**NO.****TE**

12 October 1983

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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C/P&PS/OL

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SECRET

17 OCT 1983

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

FROM:

[REDACTED]

25X1

Chief, Personnel and Training Staff, OL

SUBJECT: Fourth Quarter Objective Review and Planning Program for FY 1984

REFERENCE: Multiple Addressee Memo from C/P&PS/OL, dtd 5 Oct 83, Same Subject (OL 4138-83)

1. Attached to this memorandum are the milestone charts covering the status of Personnel and Training Staff's objective activities in the fourth quarter of FY 1983. While, for the most part, the charts are self-explanatory, a few comments will help you understand them. The objective to establish an LOTP in the Office during FY 1983 has been changed completely. Originally, we had intended to use a participant in the Agency's Summer Fellowship Program to conduct a study which would have been the basis for the implementation of the program. Unfortunately, the prospective candidate cancelled her application and we were left without a means to conduct the planned work. As an alternative, a committee, under the chairmanship of [REDACTED] has been recently formed in a new effort to get this project underway. One other comment I might make has to do with our effort to publish a newsletter (see Communications). Strictly speaking, the newsletter was not published in September, although a draft was prepared, approved by the D/L and forwarded to P&PD. It will not be published until mid-October.

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2. In response to Mr. King's suggestion at the recent OL Planning Conference, I would like to add an objective to those previously submitted for FY 1984. The milestone chart for this new effort is Attachment B to this memo. Because the fulfillment of the new objective is likely to be quite time consuming, I would like to cancel our original plan to critique OL executive development efforts and submit a report on those efforts to the D/L.

3. If you have any questions or need further information on our FY 1983 or FY 1984 MBO's, please give me a call.

[REDACTED]

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Attachments

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Unclassified when removed from att.

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Office: OL/P&TS

Approved For Release 2008/03/04 : CIA-RDP86-00735R000100120001-0

Objective Statement: Comprehensive Review of Personnel Management

Responsible Officer: [REDACTED]

Significant Funding Account: [REDACTED] FY 83

Quarter Ending: [REDACTED]

O - Scheduled
X - Actual

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<u>Training</u> Examine OL training effort to assess whether it meets OL needs. The method used will consist of the following steps: 1. Study internal and external training for FY 82 and select a representative sample across-the-board from OL Staffs/Divisions covering all grades and pay schedules. 2. Devise and distribute questionnaires to employees and their supervisors asking whether the training was timely, effective, cost efficient, etc. 3. Analyze questionnaire responses. 4. Formulate recommendations for improvement of OL training and prepare report to D/L with various options.			Ox			Ox			Ox			Ox

Office: OL/P&TS

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<u>Career Development</u> Establish a Logistics Professional Development Program for all OL entrants: 1. Canvass OL division and staff chiefs on training required in each specialty. 2. Design a training program to cover all OL components with emphasis on the specialty to which the entrant will be assigned. 3. Implement the program.		OX										
							O	-	-	-	-	O
								O	-	-	-	O

Note To: C/P&PS

This objective was not met during the year - see accompanying memo for explanation.

Office: OL/P&TS

Objective Statement:

Responsible Officer:

Significant Funding Amount: \$ _____ FY 1983

Quarter Ending:

O — Scheduled

X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<u>RECRUITMENT</u>												
Identify sources of minority applicants of interest to OL and methods to recruit these individuals.											O X	
Utilize outcome of preceding objective in current recruitment effort.											O X	
<u>PERSONNEL EVALUATION</u>												
Review OL personnel evaluation criteria and revise as appropriate.												O X
<u>COMMUNICATION</u>												
1. Develop content of and procedures for interviews with new ML careerists.									O X			
Initiate interview program.										O X		
2. Develop concept of a quarterly newsletter on personnel topics for OL employees.										O X		
Publish first issue of the newsletter.												O --- Oct X